Contract Status Portal – User Guide

This guide contains some very basic user information and is designed to be used in conjunction with the on-line Glossary of Terms and FAQs accessible via the application. Subjects covered include:

- Accessing Help, Glossary and FAQs
- Searching, Sorting and Filtering
- <u>Tailoring the view</u>
- Seeking further assistance

Please be advised that although the data within the portal is "real time", recent activity may not be updated and can take a couple of days to process.

Users are reminded that data contained within this portal is confidential and should not be shared/distributed outside the University of Cambridge.

User Guide, Help, Glossary and FAQs





Research Contracts Portal

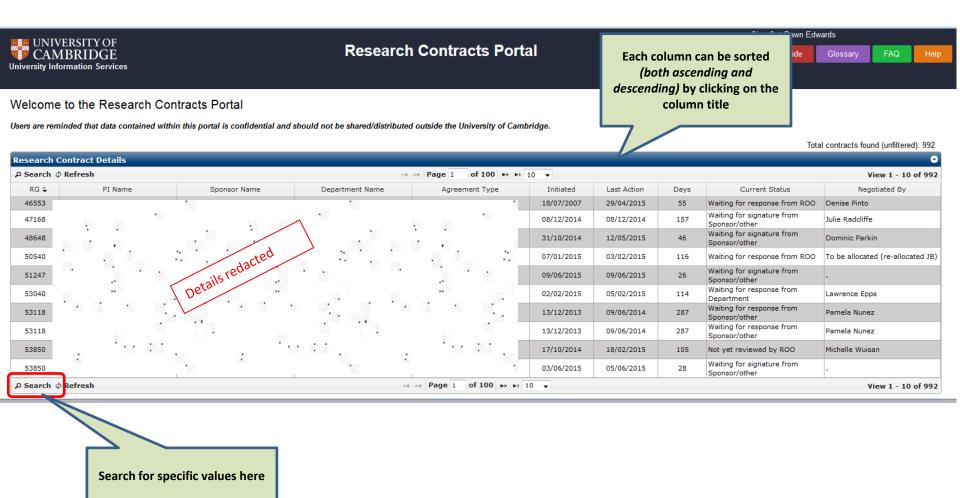
Welcome to the Research Contracts Portal

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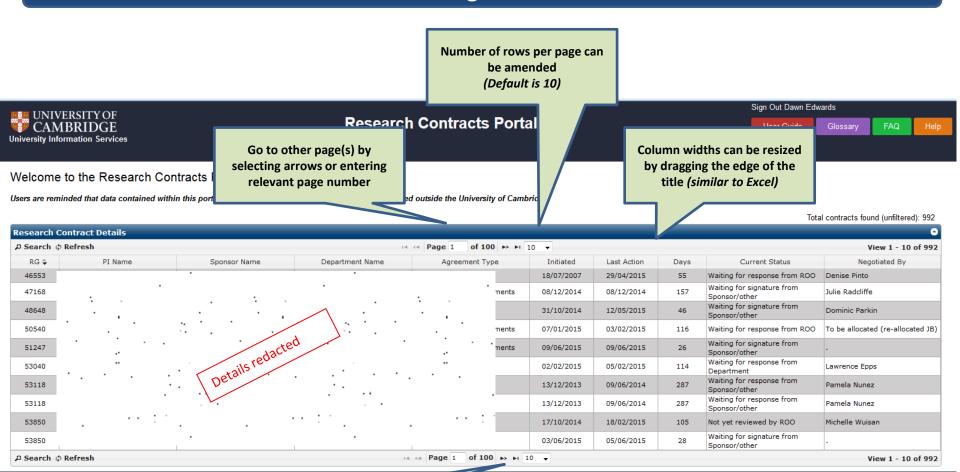
Total contracts found (unfiltered): 992

Research Contract Details									
□ Search φ Refresh □ Fage 1 of 100 → □ 10 □ □ □ 10 □ □ □ □ □ □ □ □ □ □ □ □ □									
RG \$	PI Name	Sponsor Name	Department Name	Agreement Type	Initiated	Last Action	Days	Current Status	Negotiated By
46553		103	- 10		18/07/2007	29/04/2015	55	Waiting for response from ROO	Denise Pinto
47168	40 (0)	43 9	99	V 8 0	08/12/2014	08/12/2014	157	Waiting for signature from Sponsor/other	Julie Radcliffe
48648	20 30 00	100 M 100 M		52 E	31/10/2014	12/05/2015	46	Waiting for signature from Sponsor/other	Dominic Parkin
50540			od)		07/01/2015	03/02/2015	116	Waiting for response from ROO	To be allocated (re-allocated JB)
51247		Details redact	eu		09/06/2015	09/06/2015	26	Waiting for signature from Sponsor/other	
53040		- atails ree	135 °	930	02/02/2015	05/02/2015	114	Waiting for response from Department	Lawrence Epps
53118		Des			13/12/2013	09/06/2014	287	Waiting for response from Sponsor/other	Pamela Nunez
53118		50		- St.	13/12/2013	09/06/2014	287	Waiting for response from Sponsor/other	Pamela Nunez
53850		100 oth	to 888	, "e as ,	17/10/2014	18/02/2015	105	Not yet reviewed by ROO	Michelle Wuisan
53850	8	20 20		8 60	03/06/2015	05/06/2015	28	Waiting for signature from Sponsor/other	
₽ Search	47 E	40 8		\$ 8 W	.0 🔻				View 1 - 10 of 992

Searching, Sorting and Filtering



Tailoring the view



Page navigation also repeated at bottom of screen

Note: All Roles see the same view. The information seen will depend on the role, i.e. PI will only see grants allocated to them whereas the Departmental Administrator will see all grants for the department

Additional Help

If you have any questions, please refer to the Frequently Asked Questions (FAQs) available from the application header in the first instance.

If the FAQs do not answer your question, please contact your Contracts Administrator at the Research Operations Office (ROO)